



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TX 76544-5058

REPLY TO
ATTENTION OF:

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum – Property Accountability

1. Reference:

- a. Army Regulation 735-5, Policies and Procedures for Property Accountability
- b. Army Regulation 710-2, Supply Policy Below the National Level
- c. Army Regulation 190-11, Physical Security of Arms, Ammunitions, and Explosives
- d. Department of the Army PAM 710-2-1, Using Unit Supply System (Manual Procedures)

2. Purpose: To provide guidance in regards to property accountability, Command Supply Discipline standards and regulatory requirements associated with being good stewards of Army property.

3. General:

- a. "All Soldiers and officers entrusted with Government property are responsible for its proper use, care, and custody and safekeeping" (AR 735-5). Even though this precept is inherently understood, we must focus and foster a command climate that promotes and ensures property accountability.
- b. The Army has implemented a proven, time-tested process for assisting commanders in the management of property. The Command Supply Discipline Program (CSDP), as introduced in AR 735-5, Chapter 11, provides Soldiers and leaders a common set of rules for safeguarding our Army's scarce resources. The CSDP provides guidance for leaders to ensure unit compliance with established DA regulations to effectively administer supply economy and to identify supply problems early to allow the timely implementation of corrective actions when necessary.
- c. Persons will not be assigned to a duty that will prevent them from exercising proper care and custody over the property for which they are responsible. When a person assumes accountability for property that is remotely located, records must be maintained to show the location of the property and the persons charged with its care and safekeeping.

4. Policy: In order to ensure we meet the challenges associated with reset, reorganization, and training, we must have a complete and thorough understanding of each and every item of equipment we own. The following are a few areas I would like each commander to focus his attention:

AFYB-CG

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a. When the hand receipt holder is replaced, all property listed on hand receipts will be inventoried by the incoming and outgoing PHRH.

b. An annual one hundred percent inventory of all property assigned to the organization will be conducted. The officer responsible for the unit's property will ensure that this inventory is conducted.

c. Critical to maintaining correct accountability is the timely updating of the unit PBUSE system. In accordance with AR 710-2 paragraph 2-8 all units will post property book transactions to the PBUSE within three workdays of the transactions. This will ensure that units have the best possible record of Equipment Swap, Reset, and Total Recall operations. It will also help reduce the discrepancies normally uncovered during the USR reporting process.

d. Commanders will conduct appropriate cyclic inventories monthly, quarterly, or semi-annually as determined by DA PAM 710-2-1, Chapter 9. Inventory about 10 percent of the property books items monthly, 25 percent quarterly or 50 percent semi-annually. The PBO or responsible officer will designate by memorandum the items to be inventoried.

e. Sensitive items and unclassified CCI will be inventoried IAW AR 190-11 and DA PAM 710-2-1. Explosives (ammunition) and firearms (CIIC of N or P) and hazardous items must be inventoried monthly. Sensitive items and CCI are identified with a CIIC of 1-9, \$, N, P, Q, R or Y (Night Vision Devices). The CIIC is shown in the AMDF. The CIIC for each item is on the property book page and on hand or sub-hand receipts.

f. Every company commander changing command will out brief "the status of change of command inventory" and initiate all Financial Liability Investigations of Property Loss (FLIPL) prior to change of command date to the first O-6 in the chain of command.

5. Property accountability is a critical and essential component to our success in all future operations. I need each and every Soldier to help us ensure accountability and establish a foundation in which everyone is a good steward of Army resources.



JEFFERY W. HAMMOND
Major General, USA
Commanding

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